



## **FINANCIAL MANAGEMENT ANALYST (TEMPORARY POSITION)**

The U.S. Embassy in Canberra is seeking an individual for the position of Financial Management Analyst in the Financial Management Center.

PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT RE-APPLY

Salary: A\$63,210 p.a.

Hours: Full time 40hours/week

Length of Hire: Appointment not to exceed November 17, 2012

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of Year 12 (High School Certificate or High School Diploma is required.
2. Three to five years progressively responsible experience in budget work, accounting or auditing is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good working knowledge of budgeting, accounting and auditing procedures is required.
5. Good computer skills and familiarity with the Microsoft Office Suite of programs is required.
6. Ability to obtain good working knowledge of pertinent State Department laws and other agency regulations and procedures relating to accounting and financial management is required.

For further information and the selection criteria please refer to the ***duties and responsibilities statement***.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **FEBRUARY 10, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE: FINANCIAL MANAGEMENT ANALYST</b>	<b>POSITION GRADE LE-7 (STARTING SALARY A\$63,210)</b>
---	--

### **DUTIES AND RESPONSIBILITIES**

#### **Basic Function of the Position**

Incumbent is one of five Financial Management Analysts at the Financial Management Center responsible for assisting in the formulation of budgets and all facets of allotment accounting for Foreign Agriculture Service, Foreign Commercial Service, Defense Attaché Office and Defense Intelligence Agency Office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

#### **Major Duties and Responsibilities**

##### **Operation and Analytical Duties 80%**

Provides direct support to the Managers of these accounts in the preparation of their yearly budget requests, followed up with regular reviews throughout the fiscal year. Maintains and controls obligation of allotments for all accounts under this portfolio. Whilst these Agencies take responsibility for their budget submissions, the FMA for these accounts provides prior year historical data by utilizing the COAST accounting reports module and gathers price increase information on arrears that have a direct impact on the budget. Incumbent uses the Momentum accounting system to monitor and track all obligations and liquidations processed against all accounts under this portfolio, provides funds control, monitors accounts to prevent anti-deficiency, processes purchase orders, travel orders and other payment documentation. Incumbent is also responsible for tracking and recording all expenditures for COSEL and STAFDEL visits. This includes reviewing vouchers for correct fund cites, maintaining copies for production to controlling offices and attending to visit end reporting functions.

##### **Advisory Duties 10%**

The Director, Deputy Director, Accounting Unit Supervisor and Funds Managers of accounts serviced often request incumbent to carry out ad hoc data collection and analysis on financial activities or proposals. In order to perform these tasks,

incumbent makes extensive use of desktop computer tools including data bases and spreadsheets.

#### Other Duties 10%

With direction from the Accounting Unit Supervisor, incumbent is required to support and back up other FMA positions as required. In the absence of the Financial Management Analyst for PNG, incumbent is the primary back-up for this FMA.

### **SELECTION CRITERIA**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Year 12 (High School Certificate or High School Diploma is required.
2. Three to five years progressively responsible experience in budget work, accounting or auditing is required. Two years of this experience should be in budget work for a U.S. Government agency.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good working knowledge of budgeting, accounting and auditing procedures is required.
5. Good computer skills and familiarity with the Microsoft Office Suite of programs is required.
6. Ability to obtain good working knowledge of pertinent State Department laws and other agency regulations and procedures relating to accounting and financial management is required.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place

YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

**THE DEADLINE FOR APPLICATIONS IS C.O.B FEBRUARY 10, 2012**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

**APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

